

Clerical and Office Branch
General Clerical Group
Municipal Court Series

WARRANT SUPERVISOR

10/02 (JAS)

General Purpose

Under direction, supervise continuous, around the clock functions of the Municipal Court Warrant Office.

Typical Duties

Examine, verify and process court records related to warrants, commitments, protective orders and other legal documents. Involves: Review documents to ensure efficient processing and adherence to court procedures. Input and retrieve information from computer and verify accuracy. Assign criminal warrant numbers to warrants signed by Municipal Court Judges. Process recalled warrants and prepare releases from custody as authorized. Maintain warrant recall list. Check Police Department's list of warrants indicted and declined against active warrants to confirm warrants recalled. Relay warrant and commitment information to law enforcement personnel and the public. Run specialized reports for designated law enforcement agencies within departmentally approved limits. Generate prints of warrants, commitments, warrant or warrant fee notification, partial payment or bad check, and other standard letters.

Perform complicated clerical and administrative functions requiring considerable discretion and specialized municipal court knowledge. Involves: Oversee repository of felony and misdemeanor Class A, B and C warrants filed by the Police Department. Cancel data base entries of erroneously activated warrants. Resolve complaints by explaining municipal court procedures to the public or review pertinent court records to research and analyze unusual cases. Process open records requests and subpoenas. Appear in district and County court as needed. Compile monthly activity statistics. Coordinate court records procedural issues and problems with various law enforcement agencies. Maintain up to date offense code file. Recommend changes in policies to department management. Participate in records retention plan. Substitute for trial court deputy at trials, hearings and arraignments, as needed. Control access to juvenile and adult defendant records such as arrest and search warrants, and emergency detention and protective orders to ensure confidentiality in compliance with applicable Texas laws and Federal statutes.

Supervise assigned clerical employees. Involves: Schedule work hours for multiple shifts and office locations. Assign duties, issue written and oral instructions and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate performance. Coach and arrange for or conduct job training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance and safe working practices. Maintain supervisor-subordinate harmony. Initiate grievance resolution and disciplinary processes. Recommend personnel status, organization structure and job design changes. Interview job applicants and recommend selections for hire.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: Substitute for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated. Provide designated support for projects or activities overseen by higher graded supervisory or non-supervisory personnel as instructed. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees. Engage in assignments pertaining to functions of other positions for training purposes under general supervision. Log activities, and prepare and submit recurring or special status reports. Keep tools, equipment and work area orderly, safe and clean.

Knowledge, Abilities and Skills:

- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of business English, grammar and spelling.
- Considerable knowledge of legal terminology.
- Good knowledge of civil or criminal justice system purpose and functions.
- Good knowledge of municipal court procedures.
- Some knowledge of supervisory practices.
- Ability to read, analyze and interpret general legal procedures manuals or governmental regulations in order to check legal documents for accuracy and completeness.
- Ability to add, subtract, multiply and divide in any prescribed unit of measure using whole numbers, common fractions and decimals to compute rates, ratios and percents.
- Ability to communicate effectively orally to tactfully and courteously explain court procedures to litigants, law

enforcement personnel, or other parties to cases and the general public, and in writing to prepare reports and business correspondence to respond to questions.

- Ability to process a high volume of work in a timely manner to meet deadlines.
- Ability to solve practical problems dealing with various concrete variables in situations in which standardization may be limited.
- Ability to interpret various instructions in written, oral or schedule form to research and compile data.
- Ability to establish and maintain effective working relationships with fellow employees, officials and the general public.
- Skill in safe operation and care of personal computers or network workstation; generic business productivity and specialized court software comparable to that installed; common office equipment.

Other Job Characteristics:

- Subject to call back and performing shift work, including nights, holidays and weekends.
- Pass rigorous background investigation.

Minimum Qualifications

Education and Experience: Equivalent to graduation from high school or G. E. D. plus five (5) years experience in clerical preparation or processing of legal or official government records, including two (2) years of direct public service contact and one (1) year of responsibility for directing the work of a clerical work group.

Human Resources Director

Department Head